



California Emergency Management Agency
PUBLIC SAFETY AND VICTIM SERVICES PROGRAMS
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9200



March 18, 2010

TuLynn Smylie
Executive Director
Women's Shelter of Long Beach
P.O. Box 32107
Long Beach, CA 90832

SUBJECT: CalEMA SITE VISIT
GRANT #: DV09171490 & DR09011490
RECIPIENT NAME: WOMENSHelter OF LONG BEACH

Dear Ms. Smylie:

This is to confirm my scheduled visit to your office on **Monday, May 10, 2010 and Tuesday, May 11, 2010**. According to Cal-EMA records, Women's Shelter of Long Beach last site visit was 7/28/2005. The site visit is designed to provide technical assistance and to review documents, requirements and project performance. The overall purpose is to assist you in achieving grant award objectives in a timely fashion. Enclosed is the Site Visit form we will be using throughout our visit.

Please have staff responsible for the preparation of OES Forms 201 and 223 and those staff responsible for oversight of grant-related activities available to meet with me during my visit.

I look forward to this visit and to having the opportunity to meet with you and your staff. Should you have any questions prior to this visit, please do not hesitate to contact me at (916) 324-9222 or at Joimeiko.Coulbourn@calema.ca.gov.

Sincerely,

Joimeiko Coulbourn
Criminal Justice Specialist
Domestic Violence Section

Attachment(s)